



Freedom of Information Publication Scheme

Date policy last reviewed: December 2025

Date of next review: December 2026

Version: 1.0

This publication scheme follows the model approved by the Information Commissioner's Office (ICO) and is designed to ensure that information is readily available to the public.

1. Introduction

Under the Freedom of Information Act 2000, the ONE Trust and its schools are committed to making information available proactively. This scheme outlines:

- The classes of information we publish.
- How the information can be accessed.
- Whether any charges apply.

2. Classes of Information We Publish

Class 1: Who We Are and What We Do. The information below can be found on the individual school websites.

- School contact details
- Staff and governor structure
- Instrument of Government
- School session times and term dates
- Curriculum overview
- Prospectus

Links to the website of each school:

<https://www.knoplaw.newcastle.sch.uk/>
<https://www.milecastle.newcastle.sch.uk/>
<https://www.newburnmanorprimary.co.uk/>
<https://www.simonside.newcastle.sch.uk/web/>
<https://www.throckleyprim.newcastle.sch.uk/>
<https://www.waverleyprimary.org/>
<https://www.westerhope.newcastle.sch.uk/>
<https://www.westdenton.newcastle.sch.uk/>

Class 2: What We Spend and How We Spend It. The information below can be found on the ONE Trust website and on the individual school websites.

- Annual budget and financial statements
- Capital funding
- Financial audit reports
- Details of expenditure over £2,000
- Staff pay bands (senior staff)
- Governors' allowances
- Pupil premium funding

The majority of this information can be found on the ONE Trust website:

<https://www.onetrustacademies.org.uk/page/?title=Key+Information&pid=34>

Pupil Premium funding and reports can be found on the individual school websites (the links to the websites are available in the Class 1 section).

Class 3: What Our Priorities Are and How We Are Doing

- School improvement plans – Hard copies on request.
- Ofsted reports – on the individual school websites.
- Performance data – on the individual school websites.
- Exam and assessment results – on the individual school websites.
- Data protection impact assessments – Hard copies on request.

Class 4: How We Make Decisions

- Admissions Policy – on the ONE Trust website. Nursery admissions policies (where applicable) are on the individual school websites.
- Minutes of governing body meetings (excluding confidential items) – Hard copies on request.
- Consultation documents – on the ONE Trust and individual school websites.

Class 5: Our Policies and Procedures – These policies, and others, can be found on the ONE Trust website - <https://www.onetrustacademies.org.uk/key-information/policies>

- Behaviour and Anti-bullying policies
- Safeguarding and Child Protection Policy
- Data protection and privacy policies
- Equality and diversity policies
- Health & safety policies
- Charging and Remissions Policy
- Acceptable Use policies for staff and pupils
- Whistleblowing Policy
- Concerns and complaints policy and procedure

Additional policies which are bespoke to individual schools can be found on the individual school websites.

Class 6: Lists and Registers, not including attendance registers. Please contact the individual school offices.

- Asset register
- Any legally required registers

Class 7: The Services We Offer. The information below can be found on the individual school websites.

- Extra-curricular activities
- School publications
- Leaflets and newsletters
- Services for parents and the community

3. Accessing Information

Information is available:

- On our Trust website: <https://www.onetrustacademies.org.uk/about-us>
- On our individual school websites:

Links to the website of each school:

<https://www.knoplaw.newcastle.sch.uk/>
<https://www.milecastle.newcastle.sch.uk/>
<https://www.newburnmanorprimary.co.uk/>
<https://www.simonside.newcastle.sch.uk/web/>
<https://www.throckleyprim.newcastle.sch.uk/>
<https://www.waverleyprimary.org/>
<https://www.westerhope.newcastle.sch.uk/>
<https://www.westdenton.newcastle.sch.uk/>

- By request via email or post (contact details are on the websites)
- In person (by appointment)

If information is not available online, please contact the individual school office or the Trust Office. Contact details are on the websites.

4. Charges

Most information is free of charge. Charges may apply for:

- Printing and photocopying
- Postage
- Viewing in person (if applicable)

A full schedule of charges is available upon request.

5. Written Requests

If the information you require is not listed in this scheme, you may submit a written request under the FOI Act. Please send requests to:

FOI Officer: Victoria Hanlan, CFO

ONE (OWL North East) Academy Trust
c/o Throckley Primary School
Newcastle upon Tyne
NE15 9DY

Email: info@onetrustacademies.org.uk

Version Number	Purpose / Change	Author	Date
1.	Created as part of the Freedom of Information Policy	Julie Stuart	December 2025
Review update			December 2026
Signed by:			
Chair of Trustee Board	Helen Richardson		